

INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

1. POST American Embassy Dushanbe	2. AGENCY STATE	3a. POSITION NO. A 56006
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3b. SUBJECT TO IDENTICAL POSITIONS? AGENCIES MAY SHOW THE NUMBER OF SUCH POSITIONS AUTHORIZED AND/OR ESTABLISHED AFTER THE "YES" BLOCK. ☐ Yes ☒ No

4. REASON FOR SUBMISSION

- ☐ a. Reclassification of duties: This position replaces
Position No. _____ (Title) _____ (Series) _____ (Grade)
- ☒ b. New Position
- ☐ c. Other (explain) _____

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority	ASSISTANT GUARD SUPERVISOR, FSN 710	06	BCW	06/07/2006
b. Other				
c. Proposed by Initiating Office	LGF Assistant Supervisor	6	JAJR	04/27/06

6. POST TITLE POSITION (if different from official title) Assistant Guard Supervisor	7. NAME OF EMPLOYEE Vacant
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8. OFFICE/SECTION RSO	a. First Subdivision Local Guard Force
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b. Second Subdivision	c. Third Subdivision
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9. This is a complete and accurate description of the duties and responsibilities of my position. Vacant . <hr/> Typed Name and Signature of Employee Date(mm-dd-yy)	10. This is a complete and accurate description of the duties and responsibilities of this position. <div style="display: flex; justify-content: space-between;"> Sanjar Nasirov 04/27/06 </div> <hr/> Typed Name and Signature of Local Supervisor Date(mm-dd-yy)
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11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position. <div style="display: flex; justify-content: space-between;"> James Rowe 04/27/06 </div> <hr/> Typed Name and Signature of American Supervisor Date(mm-dd-yy)	12. I have satisfied myself that this is an accurate description of the position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards. <div style="display: flex; justify-content: space-between;"> Bruce C. Wilson 06/19/06 </div> <hr/> Typed Name and Signature of Human Resources Officer Date(mm-dd-yy)
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13. BASIC FUNCTION OF POSITION

Assists LGF Supervisor in managing 95-person Local Guard Force assigned to protect the USG Diplomatic Mission personnel, facilities and property. Is responsible for administrative support of the LGF including timely supplies of expendables, guard uniforms and equipment as well as for analysis of the security incidents and emergency situations. Assists LGF Supervisor to maintain the guard schedules. Responsible for training of new hire guards and refresher training to entire local guard force.

14. MAJOR DUTIES AND RESPONSIBILITIES % OF TIME

(A) Assists in supervision of the Embassy Local Guard Force (currently consisting of 95 personnel) that provides security services on a 24-hour basis to USG personnel, facilities and property. Assists in supervision of assignments and rotation of guards between the shifts as well as substitutions of the guards due to annual leave, sickness or other emergency advising section, timekeeper to reflecting it in the Time and Attendance

Table on daily basis, participating in the hiring process as the vacancies appear within the Guard Force. Briefs all guards on latest orders from RSO and ARSO and informs them of any procedures, circumstances, or information that might affect their primary responsibilities. Observes conduct among the guards and insures that they are attentive to their duties. Investigates and resolves any irregularities and complaints on the performance of the guards. Provides RSO and ARSO with current information on security situation based on oral and written reports received from the guards. Prepares written reports on significant incidents. Receives and analyses the data from PROTRAC system and reports to the LGF Supervisor, ARSO, RSO on any incident occurred (50% of time);

(B) Inspects all posts and insures that the post are equipped with security equipment. Drafts lists of necessary security equipment and uniform items to be purchased to fulfill current needs of the Embassy Guard Force. Maintain records and ensures accountability for all security equipment issued to the LGF personnel, including the Chem/Bio Gear for the Embassy First Responders Team. Assists RSO and ARSO in managing and planning the budget for Local Guard Program at Post (15% of time);

(C) Organizes and conducts weekly training sessions for all the guards on security procedures, regulations, equipment, techniques and other security-related topics. Arranges available facilities for the off-duty physical and specialized training (15% of time);

(D) Leads security response team, if necessary, to the scene of a security incident or emergency situation. Per specific instruction from RSO or ARSO may participate in coordination of investigation of criminal activities directed against Embassy personnel or property. Develops and maintains a good working level contacts with local law enforcement agencies providing security support to the USG facilities and personnel (10% of time);

(F) Performs other specific duties as instructed by LGF Supervisor, RSO or ARSO. These may include security support and liaison during the high-level USG dignitaries' visits and special events organized by the Embassy (10% of time).

* Serves as a back up for LGF Supervisor, including the authority for handling cash for the section in his/her absence.

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

a. Education

Completion of secondary school is required. Specialized security or police training is desired.

b. Prior Work Experience

Three years of military, police or private security experience in guard related duties is required. Must have a minimum of one-year supervisory experience.

c. Post Entry Training

OJT (on the job), followed by the specialized DSS training in security operations, and other U.S. Department of State trainings for administrative procedures.

d. Language Proficiency: List both English and host country language(s) by level and specialization.

Good working knowledge (Level III) of English, (Level IV) of Russian or Tajik is required.

e. Knowledge

Must be thoroughly familiar with local area in which diplomatic post is located, including location, function and structure of various police forces, fire departments and emergency services. Must have working knowledge of the functioning and organization of diplomatic post in order to maintain effective coordination between post security and various elements within the mission. Must have working knowledge of all guard procedures and

orders.

f. Skills and Abilities

Must hold a valid driver's license. Will have good computer skills. Ability to report facts accurately. Ability to distinguish between conclusions and facts. Familiar with all equipment and tactical use of equipment by local guard force. Equipment includes but is not limited to PR-24, baton, handcuffs, x-ray machines, metal detectors, explosive detection equipment, and radios. Ability to work independently with minimal or no supervision while responding to a security incident or an emergency.

16. POSITION ELEMENTS

a. Supervision Received

From the LGF Supervisor, RSO and ARSO.

b. Supervision Exercised

Assists LGF Supervisor in supervision of 95 LGF members.

c. Available Guidelines

Written and oral instructions of the RSO and ARSO, FAM, DSS and Post instructions.

d. Exercise of Judgment

Must exercise considerable judgment dealing with American staff members, public, Tajik law enforcement and security officials during security incidents or emergency situations. Must show impeccable judgment, politeness and tact in dealing with potential interpersonal conflicts within the Guard Force and other personnel matters.

e. Authority to Make Commitments

None

f. Nature, Level and Purpose of Contacts

Constant working level contact with Tajik Ministry Internal Affairs police and Ministry of Security officials supporting security of the US Diplomatic mission.

g. Time Required to Perform Full Range of Duties after Entry into the Position

One year